

TOWN OF STOW



Town Building - 380 Great Road
Stow, Massachusetts 01775-2127
(978) 897-4514 x 1
FAX (978) 897-4534

NOTICE OF VACANCY COMMUNITY PRESERVATION COMMITTEE (CPC) PART TIME ADMINISTRATOR

The Town of Stow is seeking a qualified candidate for a non-union position of Community Preservation Committee Administrator on a part-time basis.

Rate of Pay/hour: \$14.42 - \$18.28

Hours of Employment: 5-15 hours per week, flexible schedule. Evening meetings required (1-2 times/month).

Part-time position for the Town of Stow appointed by the Community Preservation Committee and reporting to the committee chairman. Estimated time is 5-15 hours/week including attendance at CPC and other town meetings.

Project Support:

- Provide substantive support with regard to carrying out projects approved for funding as assigned
- Oversee consultants and other experts providing services to the CPC.
- Track progress of projects.

Manage CPA Finances:

- Become familiar with the Department of Revenue (DOR) guidelines on the Community Preservation Act.
- Prepare and manage the administrative budget for the committee.
- Track the funding of all projects funded by the CPA funds, coordinating with Town Accountant and Treasurer.
- Maintain the status of the Open Space, Historic and Community Housing funds for the committee, including the reporting of all revenues.
- Provide a record of all committee recommendations, expenditures, and property interests.
- Assist in the preparation and issuance of the annual reports to the DOR Support any audits by the DOR of the activities and spending of the Community Preservation Act funds.

Research CPA-related Issues:

- Review published and internet newsletters concerning the CPA, Open Space, Historic Preservation, and Community Housing issues including low and moderate income housing.
- Assist in obtaining grants for Open Space, Historic Preservation, and Affordable Housing.

Outreach & Training

- Assist in orienting and training new CPC members.
- Interface with public concerning Community Preservation Committee activities, including responding to phone and press queries and monitoring email.
- Serve as liaison to the Massachusetts Community Preservation Coalition.
- Assist with annual review of CPA Plan for Stow.

Administrative/ Clerical Support:

- Become familiar with the Community Preservation Act MGL Chapter 44B.
- Post meetings & agendas of the Community Preservation Committee.

- Attend meetings & take minutes
- Publish minutes of meetings and, when approved, distribute copies.
- Maintain records of all committee meetings.
- Receive copy, distribute, and file all correspondence to and from the committee.
- Support and schedule any meetings with other town boards and committees.
- Maintain and Update the CPC town web page.
- Provide support with regard to warrant articles and town meeting research/presentation.
- Draft CPC annual report.
- Write and issue letters for the Community Preservation Committee.

Interested Candidates should submit a cover letter and resume, by January 30, 2014 to:

Community Preservation Committee
380 Great Road
Stow, MA 01775